MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
LABOR COST DOCUMENTATION—FOOD SERVICE

Name of Sponsor					
Number of Approved Sites		Labor Costs for the Month of		Year	
Position	Number of People in that Position		Salary per Hour		Number of Hours Worked Per Day	Total
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	

Total Food Service Labor Cost Per Day _____

Number of Operating Days in Month   x   _____

Total Monthly Food Service Labor Costs =   _____

Instructions for Completing
Labor Cost Documentation—Food Service

⇒   Enter the sponsor's name.

⇒   Enter the number of sites the sponsor is approved to operate.

⇒   Enter the month and year for which labor costs are being reported.

⇒   Enter the various positions that the sponsor has employed to help with the food service operation. These positions can include the site supervisor, cooks, servers, cook's helpers, janitors (for clean-up after the meal service), and delivery truck drivers.

⇒   Enter the number of people the sponsor has employed in each position listed.

⇒   Enter the salary per hour for each position.

⇒   Enter the number of hours worked per day for each position.

⇒   Multiply the number of people in each position times the salary per hour for each position times the number of hours worked per day to come up with the total cost per day for each position.

⇒   Add all of the entries in the Total column to come up with the Total Food Service Labor Cost Per Day.

⇒   Multiply the total food service labor cost per day by the number of operating days in the month to come up with the Total Monthly Food Service Labor Costs.